

CIMBA Required Syllabus Information Tippie College of Business

The University of Iowa and the Tippie College of Business require that every organized course has a syllabus. Syllabi may be handed out in class, included in a course packet, or posted at the course web site. All information listed below must be included on every syllabus.

The CIMBA Office and the Department Executive Officers will review syllabi for compliance with departmental and TCOB policies. In order for the review of syllabi to be completed and any problematic issues corrected, syllabi should be emailed to Stephanie Schnicker (stephanie-schnicker@uiowa.edu) at least two months before departure.

Please email Stephanie Schnicker in the CIMBA Office for further questions or information.

Required Information

According to the University [Operations Manual](#), the Office of the Provost, and CLAS policy, the following information must be included on every syllabus.

- Course number and title
- Instructor's name, office address, office hours, phone number, email address, and DEO contact information. Below is a list of the DEO information; please include the contact information the DEO of the course's department.

Accounting:	Dan Collins	daniel-collins@uiowa.edu
Economics:	John Solow	john-solow@uiowa.edu
Finance:	Erik Lie	erik-lie@uiowa.edu
Management & Organizations:	Amy Kristof-Brown	amy-kristof-brown@uiowa.edu
Management Sciences:	Nick Street	nick-street@uiowa.edu
Marketing:	Cathy Cole	cathy-cole@uiowa.edu

- Overview of course content and schedule of topics
- Description of course goals and objectives
- Texts and other course materials, including the use of any electronic sites (such as ICON).
- Grading procedures, including whether plus/minus grading will be used and a description of the curve that will be used, if applicable
- Expectations for attendance- please include the CIMBA Attendance Policy below.

Attendance at all classes and CIMBA sanctioned activities is **MANDATORY**. All unexcused absences will have the following consequences:

- 1st absence will result in a loss of a 1/3 of a letter grade in that class (1/2 in summer program)
- 2nd (cumulative) absence will result in a loss of an entire letter grade in that class
- 3rd (cumulative) absence will result in a dismissal from the program

Absences due to illness require a note from the CIMBA Staff. If a student is sick and cannot attend class, he/she must inform the CIMBA Staff immediately. Failure to do so will result in an unexcused absence.

- Recommended grade distribution- Please include Tippie's recommended grade distribution, specific to each course type. We understand you may elect not to exactly adhere to the guidelines, but we would like some consistency in upholding a standard of the level of rigor of a course taken in the U.S. Typical wording is, "*It is expected that final grade distribution will approximate the recommended guidelines of the [XXXX] Department at the University of Iowa, which is 25% A's, 35% B's, 30% C's, and 10% D's, however, such guidelines are only recommendations.*" The grade distribution matrix can be found below.

Grade	Core Courses	Required Courses	Elective Courses
A	20%	30%	40%
B	40%	40%	40%
C	30%	25%	15%
D	10%	5%	5%

Additional Required Information

Every syllabus must also contain important UI and Tippie policies and procedures which may be attached as the last page of the syllabus or may be included in the body of the syllabus. Many faculty simply copy this wording, however, faculty may also use their own variations of these statements in the syllabus as long as the same content is expressed.

- Administrative home of the course is the Tippie College of Business

The Tippie College of Business is the administrative home of this course and governs matters such as the add/drop deadlines, the second-grade-only option, and other related issues. Different colleges may have different policies.

- University policy specifying that students are responsible for all official correspondence sent to the UI email address (@uiowa.edu)

University policy specifies that students are responsible for all official correspondences sent to their University of Iowa e-mail address (@uiowa.edu).

- Academic fraud

If I determine that any assignment was not written solely by the student whose name is on the project, the student will receive a zero (0) for the assignment and may receive an "F" for the class. All incidents of cheating will be reported to the Senior Associate Dean and the student may be placed on disciplinary probation for the remainder of his or her enrollment at the University of Iowa. [Honor Code](#) for the Tippie College of Business will determine the appropriate appeal process.

- Accommodations for students with disabilities

A student seeking academic accommodations such as a modification of seating, testing, timing, etc. should first register with Student Disability Services, then contact Shannon Lizakowski (shannon-lizakowski@uiowa.edu) in the CIMBA Office to make further arrangements. See <http://sds.studentlife.uiowa.edu> for more information.

- Description of procedures for student complaints

Student concerns regarding this course should first be discussed with me, the faculty member teaching this course. If we can't resolve the complaint, you may contact the CIMBA Director, Brandelle Unkrich (319-335-1041, brandelle-unkrich@uiowa.edu). The Director will review the details of the complaint and involve the Associate Dean of the Undergraduate Programs, as needed.

- University sexual harassment policy

Sexual harassment subverts the mission of the University and threatens the well-being of students, faculty, and staff. All members of the UI community have a responsibility to uphold this mission and to contribute to a safe environment that enhances learning. Incidents of sexual harassment should be reported immediately. If you feel that you are being or have been harassed or you are not sure what constitutes sexual harassment, we encourage you to visit the University website, www.sexualharassment.uiowa.edu/index.php, and to seek assistance from the CIMBA Director, Brandelle Unkrich, at 319-335-1041 or brandelle-unkrich@uiowa.edu.